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25 June 1948

TO   :   CFD

FROM   :   TRS

SUBJECT: Job Description, Instructor, Counterespionage, CAP-11

      The Instructor, Counterespionage, is under the general
supervision of the Chief, Staff Training Division and under
the specific supervision of the Chief Instructor, Counterespionage
and Communism. His duties and responsibilities will be as
follows:

      1.   He prepares, writes, and delivers formal lectures
on various aspects of counterespionage, including counter-
espionage objectives, functions, and operational methods,
analysis of counterespionage information, synthesis of counter-
espionage information, and certain specified foreign intelli-
gence and security services.

      2.   He engages in research and prepares written studies
on various functions, methods, and problems characteristic
of counterespionage.

      3.   He prepares and writes practical problems for utiliza-
tion in counterespionage instruction in intelligence officers'
training courses.

      4.   He collects and screens representative counter-
espionage case histories for instructional use and prepares
written training studies of such cases.

      5.   He presents most of these case histories, moderates
seminar discussions based upon them, and critiques them
together with and for the benefit of the students.

      6.   He presents and controls all laboratory work and
practical problems dealing with counterespionage, including
one composite problem which involves about 16 hours of class
time; he also grades and critiques the performance of students
after completion of such problems.

      7.   He prepares and maintains training guides on
specified foreign intelligence services.
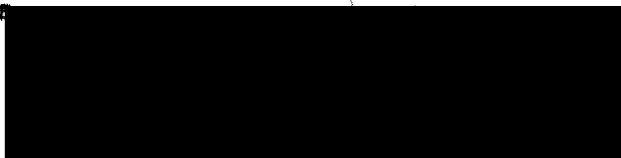
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8. He conducts interviews with returning field representatives who have had counterespionage experience in order to extract from them information which he subsequently analyses and integrates into the source material used in preparation of training materials and lectures

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Chief, CIS